



March 2025

Virtual Workshop Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WorkREADY Teamwork 9:30-11:00am Resume Writing 10-11:30am (in Spanish) Interviewing Skills 1:30-3:00pm	3 WorkREADY Goal Setting 9:30-11:00am Take-Out Series: 12-12:55pm Resume Lab Cover Letter Writing 1:30-3:00pm	4 WorkREADY Communication 9:30-11:00am Take-Out Series: Personal Branding 12-12:55pm WorkREADY Self-Management 1:30-3:00pm	5 WorkREADY Resume Writing 9:30-11:00am 2:30-4:00pm WorkREADY Decisiveness	6 WorkREADY Problem-Solving 9:30-11:00am Self-Esteem 1:30-3:00pm
10 Leadership Styles 9:30-11:00am Job Search Techniques 1:30-3:00pm	11 WorkREADY Self-Management 9:30-11:00am WorkREADY Communication 1:30-3:00pm	12 Interviewing Skills 9:30-11:00am Resume Writing 1:30-3:00pm	13 WorkREADY Problem-Solving 9:30-11:00am Job Search with a Criminal Background 2:30-4:00pm	14 WorkREADY Teamwork 9:30-11:00am Time Management 1:30-3:00pm
17 Self-Esteem 9:30-11:00am	18 Job Search for the Experienced Worker Take-Out Series: Personal Branding 12-12:55pm Interviewing Skills 1:30-3:00pm	19 WorkREADY Communication 9:30-11:00am Take-Out Series: Resume Lab 12-12:55pm WorkREADY Self-Management 1:30-3:00pm	20 Time Management 9:30-11:00am 2:30-4:00pm WorkREADY Teamwork	21 Resume Writing 9:30-11:00am Cover Letter Writing 1:30-3:00pm
24 WorkREADY Problem-Solving 9:30-11:00am Resume Writing 10am-11:30pm (in Spanish) Goal Setting 1:30-3:00pm	25 WorkREADY Decisiveness 9:30-11:00am Take-Out Series: Google Basics 12-12:55pm Leadership Styles 1:30-3:00pm	26 Job Search Techniques 9:30-11:00am Take-Out Series: LinkedIn 12-12:55pm WorkREADY Teamwork 1:30-3:00pm	27 Interviewing Skills 9:30-11:00am Resume Writing 2:30-4:00pm	28 WorkREADY Communication 9:30-11:00am WorkREADY Self-Management 1:30-3:00pm
31 WorkREADY Decisiveness 9:30-11:00am WorkREADY Problem-Solving 1:30-3:00pm			REGISTER TODAY 1. Visit westmiworks.org/workshops/ 2. Use the filters on the left to select your county 3. Click on the workshop you want 4. Click "Going" under the RSVP 5. Fill in the form and click "Finish"	



WORKSHOP DETAILS

Please take the [online pre-assessment](#) prior to registering.



Workshops focus on skills related to employment and/or training and are open to the public at no charge.

Job Search Techniques: Job searching in today's world should be an intentional practice that aligns with you and your goals. This workshop will explore how to build your personalized job search plan and offers a toolkit of resources to assist you.

Recommended for: Those new to job search, those who have not job searched in a while, or those wanting to be more strategic when considering their next employer or position.

Resume Writing: Learn the content and proper format of today's resumes. Current industry standards and helpful resources will be discussed.

Recommended for: Those looking to write their first resume, those who haven't job searched in a while or those who have been job searching but have not landed many interviews.

Cover Letter Writing: Create your best first impression! Learn how to write an effective cover letter, including layout and format guidelines as well as content suggestions.

Recommended for: Those looking to writing their first cover letter, improve their existing cover letter or build their personal brand.

Interviewing Skills: Learn tips for before, during and after the interview. Strategies on how to navigate various interview types (in-person, phone, virtual) and how to answer difficult interview questions will be explored.

Recommended for: Those who are new to interviewing, haven't interviewed in a while, or haven't received job offers after interviewing.

Computer Literacy: Intimidated by computers? Wanting to take the next step in your career but lacking certain technology skills? This one-hour open lab covers basic computing needs to make your time online more productive and enjoyable.

Goal Setting: This workshop focuses on action-oriented goal setting and offers strategies to help you set and reach your goals, including an in-depth look at the SMART goal setting technique.

Leadership Styles: You don't have to be a manager to be a leader. You might be asked in an interview what your leadership style is; be prepared to answer that question. This workshop discusses the six leadership styles by Daniel Goleman and will help you determine the style of leader you are.

Self Esteem: The job search process can be stressful. For some, it can affect their confidence and self-esteem. This workshop introduces the concept of self-esteem as it relates to both your professional and personal life.

Job Searching for the Experienced Professional: This workshop is designed for job seekers who are 40+ years old and highlights strategies on how to show your value as an experienced worker.

Job Searching with a Criminal Background: This workshop provides job search strategies for those with a criminal background and how to answer specific interview questions.

EMPLOYABILITY SKILLS - WorkReady: In this employability skills series, you will focus on building the skills employers are looking for like communication, teamwork,